



## 1. Issuance of Certificate of Registration for the Availment of Tax Privileges and Local Incentives

The registration for the issuance of Certificate of Local Incentives and Tax Privileges of the Municipality of Midsayap is intended for investors/business enterprises whose businesses are identified in the Investment Priority Areas (IPA) of the Investment Code of Midsayap. The investor applying for registration must comply with all requirements provided under the existing rules and regulations. Upon evaluation and recommendation by the LEIPO and approval by the Chairman of the Midsayap Investment Promotion Board, the investor can avail such local tax holiday.

<b>Office or Division</b>	Local Economic and Investment Promotion Division
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2B – Government to Business
<b>Who may avail</b>	All Investors/Entrepreneurs whose business are included in the Investment Priority Areas of the Municipality of Midsayap
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
-Filled-Up Application Form (3 Copies);	Local Economic & Investment Promotion Division (LEIPD)
One (1) Copy of Comprehensive Feasibility Study or Project Study of the proposed investment indicating the financial and socio-economic impact of the project;	Client
One (1) Certified True Copy of its Business Name Registration, to include the Application with the DTI	Department of Trade & Industry (In case of Single Proprietorship)
One (1) Copy of Company's Certificate of Registration, Articles of Partnership/Incorporation and By-Laws as approved by the SEC	Securities and Exchange Commission (In case of a Partnership or a Corporation)
One (1) Copy of Articles of Cooperation & By-Laws and Certificate of Registration from the CDA	Cooperative Development Authority (In case of Cooperatives)
One (1) Copy of Board Resolution (In case of corporation) or Authority from Partners (In case of Partnership), authorizing the filing of application and naming the representative to transact business with the Municipality of Midsayap thru the LEIPD	Client
One (1) Copy of the Penal Clause duly signed by the Applicant & to be notarized by Notary Public (In case of single proprietorship); *Industrial Partners/Chairman of the Board or the Authorized Representative	Client



(In case of a partnership/corporation); *Chairman of the Board or any authorized representative (In case of a cooperative).				
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. File Application for the Availment of Tax Privileges and Incentives at the receiving area of the Local Economic and Investment Promotion Division	1. Receive and evaluate application with complete required documents (In Folder)  1.1 Endorses to the Business Permit and Licensing Division	None  None	10 Minutes	<i>Development Management Officer III</i> Local Economic and Investment Promotion Division
2. One-Time Assessment and Payment of Non-Refundable Filing Fee/Regulatory Fees/ Basic Real Property Tax (Municipal Share Only).  Proceed at the Business Permit and Licensing Division, Office of the Municipal Assessor and payment at the Office of the Municipal Treasurer (Windows 1-6) and present the Official Receipt back to the LEIPO	2. One-Time Assessment and Payment  2.1 Assessment of Business Regulatory Fees  2.1.1 Preparation and issuance of Business Tax Computation (BTC) and endorses to the Office of the Municipal Assessor  2.1.2 Assessment of Basic Real Property Tax for New/Expanded/Diversified Business (Municipal Share)  2.1.3 Ocular Inspection, Appraisal & Assessment of Building & Other Improvements, Machineries	None  None  None		<i>Administrative Officer III</i> Business Permit and Licensing Division  <i>Local Assessment Officer I</i> Office of the Municipal Assessor  <i>Local Assessment Officer I</i> Office of the Municipal Assessor



	<p>Classified as Immovable</p> <p>2.1.4 Endorses to the Office of the Municipal Treasurer for payment of the required fees</p> <p>2.2 Accept Payment, Print &amp; Issue Official Receipt</p> <p>2.3 Receive Official Receipt of Filing Fee with Complete Documents and record at the Registration Book and Stamp "Officially Accepted"</p> <p>2.3.1 Processing Time</p> <p>2.3.2 Final Evaluation &amp; approval/disapproval of Application</p>	<p>Please refer to Municipal Ordinance No. 21</p>	<p>2 Minutes</p> <p>10 Days</p>	<p><i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer</p> <p><i>Staff In-Charge</i> Local Economic and Investment Promotion Division</p> <p><i>Development Management Officer III</i> Local Economic and Investment Promotion Division</p>
3. Claim the Registration Certificate	3. Issue Registration Certificate	None	2 Minutes	<p><i>Development Management Officer III</i> Local Economic and Investment Promotion Division</p>
	<b>TOTAL</b>	<b>Please refer to Municipal Ordinance No. 21</b>	<b>10 Days and 14 Minutes</b>	

Note: Duration is accounted on average individual transaction time and does not include queuing time, volume of requests factor and/or compliance of incomplete. Time transacting at other offices are also excluded.